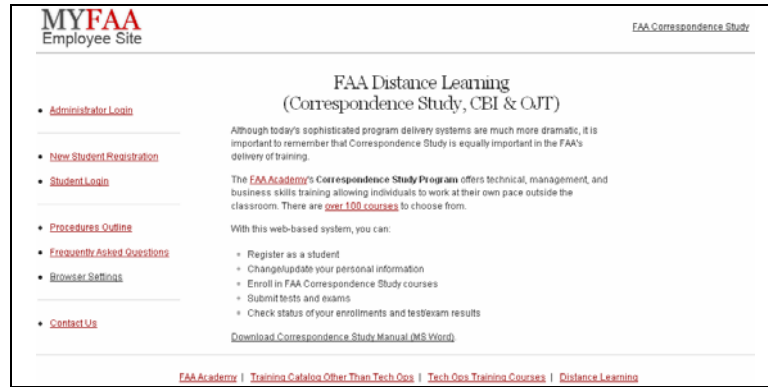


CORRESPONDENCE STUDY SCREEN INSTRUCTIONS

FAA Correspondence Study

The **FAA Distance Learning** screen allows agency employees to enroll online for Correspondence Study courses.



The online program provides the following capabilities:

- Register as a student
- Change/ update **Student Profile** data
- Enroll in **FAA Correspondence Study** courses
- Check enrollment status
- Submit tests/ exams
- Check test/ exam results

Correspondence Study Office Support

Correspondence Study Office personnel are available to answer questions and provide assistance.

eMail: 9-AMC-AMA-Correspondence-Study@faa.gov

Phone: (405) 954-0227

FAX: (405) 954-0231

NEW STUDENT REGISTRATION

New Student Registration

The first step for a new student is to register.

- [New Student Registration](#)

Select [New Student Registration](#) from the left menu of the [FAA Distance Learning](#) screen.

Registration Welcome Screen

The “intro” screen provides basic information regarding the registration process.

FAA Correspondence Study / Tech Ops Distance Learning

Before you begin...

FAA employees:

- You will be required to provide your supervisor or training manager's name and e-mail.
- Complete the registration process.
- Once you are registered you may enroll in any course, however, your enrollment will not be available until it has been *approved by your supervisor*. (An e-mail will automatically be sent to your supervisor requesting approval).

Non-FAA employees:

- Complete the registration process.
- Once you are registered you may enroll in any course, however, your enrollment will not be available until *payment* has been received.
- Before you enroll in any course, please review the [GUIDANCE FOR NON-FAA PERSONNEL ENROLLMENT IN CORRESPONDENCE STUDY COURSES](#).
- [Click here for courses & prices](#).

FAA contractor employees:

- Complete the registration process.
- Once you are registered you may enroll in any course, however, your enrollment will not be available until payment has been received. A **waiver** of enrollment fee may be requested by your supervisor.

If you are not sure about your e-mail address, [click here to test](#).

You are entering a secure web site, it requires 128-bit Browser Cipher Strength.
View the [Browser Requirements](#)

Click on the [Continue](#) button to proceed to the first registration screen.

Step 1: Student Type

Select from the following student categories:

- FAA Employees
- Non-FAA Employees
- International

NOTE: Online registration is not available for International students.

Continued on next page

NEW STUDENT REGISTRATION

Step 1:
Student Type
(Continued)

New Student Registration - Step 1

1 Student Type 2 Personal Info 3 Professional Info 4 Supervisor Info 5 Mailing Address 6 Finish

Where are you from?

Are you a:

- ☒ FAA Employee
- ☐ Non-FAA Employee (domestic, including FAA contractor)
- ☐ International Enrollee

[Continue](#)

Click on the **Continue** button to proceed to **Step 2**.

Step 2:
Personal
Information

Enter the identified information in the appropriate data fields.

New Student Registration - Step 2

1 Student Type 2 Personal Info 3 Professional Info 4 Supervisor Info 5 Mailing Address 6 Finish

All fields with * are required

Personal Information:

First Name:*	Imma
Middle Initial:	
Last Name:*	Stewdint
Social Security No:*	555555555 (9 digits, no "-")
E-mail:*	Imma.Stewdint@faa.gov (this will be your login name) FAA employees: the email address will probably be "FirstName.MiddleInitial.LastName@faa.gov".
Password:*	•••••• (4-8 letters or digits, case sensitive)
Confirm Password:*	•••••• (4-8 letters or digits, case sensitive)
Phone:	ext
Home Address:	
City:	
State:	- select one -
Zip/Postal Code:	
Country:	United States

[Continue](#)

NOTE: Those data fields marked with an asterisk (*) indicate required entries.

Student Login. The student's eMail address will be used as his/ her **Student Login.**

Continued on next page

NEW STUDENT REGISTRATION

Step 2: Personal Information (Continued)

Password. The password must contain 4-8 characters consisting of numbers (0-9), upper/ lower case letters (A-Z or a-z), and symbols (@, %, &). [The password cannot contain spaces.]

When all entries are completed, click on the **Continue** button to proceed to **Step 3**.

Step 3: Professional Information

Enter the identified information in the appropriate data fields.

New Student Registration - Step 3

1 Student Type
2 Personal Info
3 Professional Info
4 Supervisor Info
5 Mailing Address
6 Finish

All fields with * are required

Professional Information:	
Educational Level:	Bachelor's degree
Supervisory Level:	<input type="radio"/> Manager <input type="radio"/> Supervisor <input checked="" type="radio"/> Nonsupervisor
Service:*	Technical Operations
Years of Service:	<input type="text"/> (numerical)
FAA Region:*	Southwest Region (ASW)
Routing Symbol:*	AJW-0 (i.e. AMA-100)
Grade/Rank:	GS-13
Position/Title:*	ATSS
Facility or Office Name:	<input type="text"/>
Facility Address:	<input type="text"/>
City:	<input type="text"/>
State:	- select one -
Zip/Postal Code:	<input type="text"/>
Country:	United States

Continue

NOTE: Required data fields are marked with an asterisk (*).

When all entries are completed, click on the **Continue** button to proceed to **Step 4**.

Step 4: Supervisor Information

The supervisor's name and eMail address are required for FAA employees/ contractors. An eMail message requesting enrollment approval will automatically be generated to the supervisor.

Continued on next page

NEW STUDENT REGISTRATION

Step 4:
Supervisor
Information
(Continued)

NOTE: Supervisory approval is REQUIRED for all Correspondence Study enrollments.

New Student Registration - Step 4

1 Student Type 2 Personal Info 3 Professional Info 4 Supervisor Info 5 Mailing Address 6 Finish

FAA employees and contractors: The information of your supervisor or training officer is required.

Other students: This is optional. To skip this step, click "Continue".

All fields with * are required for FAA students

Supervisor Information:	
Supervisor's First Name:*	Dan
Supervisor's Last Name:*	DeLyon
Supervisor's Email:*	Dan.DeLyon@faa.gov <small>Hint: if your supervisor name is "John H Smith", then the email address will be "John.H.Smith@faa.gov".</small>

Continue

NOTE: Those data fields marked with an asterisk (*) indicate required entries for FAA employees/ contractors.

Click on the **Continue** button to proceed to **Step 5**.

Step 5:
Mailing
Address

Enter the mailing address where course materials are to be shipped.

New Student Registration - Step 5

1 Student Type 2 Personal Info 3 Professional Info 4 Supervisor Info 5 Mailing Address 6 Finish

All fields with * are required

Mailing Address:	
No Home address entered	No Facility address entered

Please enter the complete mailing address for course materials below.

Attn:	Inma Stewardint
Address 1:*	FAA/ Red River SMO/ Wiley Post Airport
Address 2:	5909 Phillip J. Rhoads Avenue
City:*	Bethany
State/Province:*	OK
Zip/Postal Code:*	73008
Country:*	United States

Continue

NOTE: Required data fields are marked with an asterisk (*).

Continued on next page

NEW STUDENT REGISTRATION

**Step 5:
Mailing
Address
(Continued)**

When all entries are completed, click on the **Continue** button to proceed to **Step 6**.

**Step 6:
Finish**

The final screen is a confirmation that the registration process has been completed.

This screen identifies the **Student ID**, **Login ID** and **Password** which will be used to enroll in the **Correspondence Study Program**.

CURRENT STUDENT LOGIN

Login

After registration in the [Correspondence Study Program](#), the student can login by selecting [Student Login](#) from the left menu of the [FAA Distance Learning](#) screen.

- [Student Login](#)

Enter the **eMail Address** (including "@faa.gov") and **Password** in the data fields on the [Student Login](#) screen.

Student Login

E-mail Address:

Password: (Case Sensitive)

Click on the [Login](#) button.

Password Assistance

The [Student Login](#) screen offers assistance for those students who cannot remember their password.

Password: (Case Sensitive)

[Forgot your password?](#)

[Problems logging in?](#)

Click on [Forgot your password?](#).

On the following screen, enter your eMail address.

Forgot Your Password?

Enter the e-mail address you registered. We will send your password to that e-mail address.

If you don't remember what address you registered, write to the Correspondence Study Administrator at 9-AMC-AMA-Correspondence-Study@faa.gov or call (405) 954-0227 for help.

Email Address:*

Then click on the [Get password](#) button.

CURRENT STUDENT LOGIN

Login Assistance

Click on [Problems logging in?](#) for helpful hints regarding login difficulties.

Having Problems Logging in?

If you are having difficulty accessing your account because of a problem with your password, please note:

- Your password cannot contain any spaces.
- Your password must be 4-8 digits long.
- Your password is case sensitive, so remember which letters you capitalized.

The absence of some browser settings might cause the login process to fail. Please refer to the [Browser Requirements](#) to determine the required settings.

If you are still having problems, please [contact us](#).

Welcome Screen

There are several options available on the **Student Welcome** screen.

Student Section

[New Enrollments](#) [Current Enrollments](#) [Update Supervisor](#) [Update Mailing Address](#) [Edit Profile](#) [Change Password](#) [Log Out](#)

Welcome to Correspondence Study!

Message from the administrator:
Course number for the new Automated Inventory Tracking System (AITS) Version 2 is #07409.

THE following course is NOT YET available for distribution:

44341 ASDE-3X HARDWARE INTERFACE

- [How does the enrollment process work?](#)
- [List of all courses](#)
- [Online critique is available.](#)

The following enrollment-related options are available:

- **New Enrollments**
Select this option to submit an enrollment request.
- **Current Enrollments**
Select this option to view enrollment status, request exams, view scores, and submit course critiques.

The following options are available which allow the student to make changes to information entered during registration:

- Update Supervisor
 - Update Mailing Address
 - Edit Profile
 - Change Password
-

NEW ENROLLMENT REQUEST

Student Profile Data

The first screen displayed after selecting the **New Enrollments** option requests verification of **Student Profile** information.

New Enrollments

Before you enroll in a new course, please confirm the information below.
If all the information is correct, click "**Continue**".

Your Mailing Address

Address 1:	FAW Red River SMO/ Wiley Post Airport	
Address 2:	5909 Phillip J. Rhoads Avenue	
City:	Bethany	
State/Province:	OK	
Zip/Postal Code:	73008	
Country:	United States	Update

New course enrollment is NOT available until it is approved by your supervisor.
An email will be sent to your supervisor requesting his/her approval.

Your Supervisor

Name:	Dan Delyon	
Email:	dan.delyon@faa.gov	Update

Continue

If the displayed **Mailing Address** and **Supervisor** information is not accurate, click the **Update** link to be directed to the appropriate **Update** screen.

If the information is accurate, either click the **Continue** link above the Mailing Address and Supervisor fields or the **Continue** button below.

Enrollment Request Selections

Select the course from the **Course No** dropdown menu.

New Enrollments

All fields with * are required

Course to Enroll

Course No:*	44222 - (44222) TELEDYNE RVR, TYPE 10268/1-6
This is required as:*	A training requirement

Enroll

Reset

44013 is changed to 44020.
44111 is changed to 44117.
Course 14039 has been canceled. Use equivalent CBI course 01001.

Continued on next page

NEW ENROLLMENT REQUEST

Enrollment Request Selections (Continued)

Based on the course being requested, choose the most appropriate reason for **This is required as** from the following dropdown menu selections:

- Prerequisite for additional training
- Part of an integrated program
- A training requirement
- Career Development
- Refresher training
- Follow-on training
- Re-enrollment
- Other

Then click on the **Enroll** button.

Enrollment Request Submission

The following confirmation screen will appear.

New Enrollments
Your enrollment request has been sent to your Supervisor Dan Delyon via email to dan.delyon@faa.gov .
You will receive further notice by email after your supervisor has verified your information.

An eMail notification of the enrollment request will automatically be forwarded to the supervisor for approval.

We received the following <u>course enrollment request</u> :
Student : Steven Smith
Position/title : ATSS
FAA Region : AWP
Routing Symbol : SAN-SSC
Service : Technical Operations
Date Enrolled : 10/29/2007
Course Number : 44217
Course required as : A training requirement
Click the link below to approve or reject the enrollment: https://www.academy.iccbi.gov/ama310c/verify.asp?eid=183_24&sv=Saxton
Save this mail for future reference. You can check the status and progress of this enrollment anytime by clicking the link above
If the link doesn't work, reply this message with "Approve" or "Reject" in the message text area.
Should you have any questions, please contact Correspondence Study.

CURRENT ENROLLMENT OPTIONS

Current Enrollments Screen

If the **Current Enrollments** option is selected on the **Student Welcome** screen, summary data for the student's enrollment history is displayed.

Current Enrollments											
Details	Enrollment ID	Course No.	Status	Date Enrolled	Date Verified	Ext.	Date Complete	Grade	Online Test	Final Exam	Critique
Open	30157	44017	COMPLETE	08/22/06	08/22/06	--	09/18/06	Check	--	--	Submit
Open	30572	44029	PENDING	09/18/06	09/18/06	--	--	Check	--	--	--
Open	30158	44031	COMPLETE	08/22/06	08/22/06	--	09/15/06	Check	--	--	Submit
Open	33852	44115	APPROVED	03/29/07	05/04/07	--	--	Check	Submit	Request	--
Open	30573	44117	COMPLETE	09/18/06	09/18/06	--	03/01/07	Check	--	--	Submit

• Click enrollment ID or "Details" icon for more detailed information.
 • To submit exam test, click Submit under "Online Test".
 • To view your exam grades, click Check under "Grade".
 • To request final exam materials, click Request under "Final Exam".
 • If you have failed the exams or you have been withdrawn, you must re-enroll.
 • To delete an enrollment, contact Correspondence Study Administrator by phone at (405) 954-0227 or write to 9-AMC-AMA-Correspondence-Study@faa.gov.

Following are descriptions of enrollment categories displayed in the **Status** column:

- **NEW** - Initial book request.
- **APPROVED** - After approval by supervisor or Training Admin.
- **REJECTED** - If rejected by supervisor or Training Admin.
- **WITHDRAWN** - Either by request or due to inactivity for six months.
- **PENDING** - If student fails the first attempt of the final exam.
[This is only applicable to Technical Operations Training students.]
- **FAILED** - If student failed exam(s) with a final score lower than "70".
- **COMPLETE** - When student has passed all required exams.

NOTE: Enrollment status assignments of **COMPLETE**, **PENDING** and **FAILED** only apply to **Correspondence Study**.

CURRENT ENROLLMENT OPTIONS

Completions

The date the course was completed will be displayed in the **Date** column.

To view the score, click on [Check](#) in the **Grade** column. A popup screen will display.

Test/Exam Grade			
Variation No	Date Taken	Attempt	Grade
840050	09/18/06	1	100
FINAL	09/18/06	1	100

Green: passed Red: failed

Request Final Exam

To request final exam materials, click on [Request](#) in the **Final Exam** column.

Current Enrollments											
Details	Enrollment ID	Course No.	Status	Date Enrolled	Date Verified	Ext.	Date Complete	Grade	Online Test	Final Exam	Critique
35160	44217	APPROVED	10/29/07	10/29/07	--	--	Check	Submit	Request	--	

A popup box will display advising that an eMail will be forwarded to your supervisor.



Click on the **OK** button to continue.

A notification will appear at the top of the **Current Enrollments** screen.

Current Enrollments	
The final exam request for course 44217 has been sent.	

Continued on next page

CURRENT ENROLLMENT OPTIONS

Request Final Exam (Continued)

An eMail notification of the request for final exam materials will automatically be forwarded to the supervisor for approval.

We received a [final exam request](#) for following:

Student: Steven Smith
 Region: AWP
 Existing Symbol: SAN-SSC
 Service: Technical Operations
 Course No: 44217
 Date needed: 10/29/07
 Date approved: 10/29/07

Click the link below to approve or reject the request:
http://www.academy.arts.gov/na310/final.asp?test=183_24&req=Exam

If the link doesn't work, reply to this message with "Approve" or "Reject" in the message text area. For an approval you must provide the mailing address where the exam materials should be mailed (the mailing exam will only be sent to the supervisor/proctor of the exam).

Correspondence Study Administrator
 Tel: (405) 954-6227
 E-MAIL: AMEA-Correspondence-Study@fas.gov

Take Exam Online

To take an exam online, click on [Submit](#) in the **Online Test** column.

Current Enrollments											
Details	Enrollment ID	Course No.	Status	Date Enrolled	Date Verified	Ext.	Date Complete	Grade	Online Test	Final Exam	Critique
35160	44217	APPROVED	10/29/07	10/29/07	--	--		Check	Submit	Request	--

A notification will appear at the top of the **Current Enrollments** screen.

Online Test

Course No: 44217

Student ID: 1591
 Student Name: Steven Smith

Select the variation number:

Please make sure that you have selected the right variation number.

Select the appropriate **Variation Number** from the dropdown menu.

Then click on the **Continue** button to proceed.

Enter your responses in the **Online Test Answer Sheet**.
 [You are allowed two attempts.]

Online Test Answer Sheet

This is your first attempt. You are allowed two attempts.

Please fill out the answer sheet within 20 minutes. Otherwise system variables may be missing.
 You are encouraged to write down all the answers so that you will have a backup if errors occur.

Course No: 44217
 Variation No: 789001

Student No: 1591
 Student Name: Steven Smith

Question/Answer	A	B	C	D
Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NOTE: Be aware that the system can lock up after a period of inactivity.

Continued on next page

CURRENT ENROLLMENT OPTIONS

Take Exam Online (Continued)

After all responses have been entered, click on the **Submit** button at the bottom of the **Online Test Answer Sheet** screen.

The following popup box will display.



Click on the **OK** button to continue.

The following screen will display your score for the online exam.

Online Course Critique

After the course has been completed, **Submit** will then display in the **Critique** column.

Log Out

To exit the online system, click on **Log Out**.

The following screen will display.

